

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel**

District Personnel Manual Issuance System

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 14
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DPM Instruction No. 14-8

SUBJECT: Revised Provisions for Performance Rating Reviews for
Employees Covered Under the Performance Evaluation
System (PES)

Date: May 7, 2003

1. Purpose

The purpose of this instruction is to modify the provisions in Part II of Chapter 14 of the District Personnel Manual (DPM), Performance Evaluation, to **limit** performance rating reviews conducted by the D.C. Impartial Review Committee (IRC) to ratings of “**Unsatisfactory**.”

2. Applicability

The Performance Evaluation System (PES) contained in Part II of Chapter 14 of the DPM is the performance evaluation system applicable to the following employees:

- a. Non-supervisory and non-managerial non-unionized employees in the Career Service;
- b. Unionized employees in the Career Service; and
- c. Employees covered under D.C. Official Code §1-609.04, Special Appointments, including:
 - 1) Positions established under special employment programs of a transitional nature designed to provide training or job opportunities;
 - 2) Positions established to employ professional, scientific, or technical experts or consultants;
 - 3) Positions established under cooperative educational and study programs; and
 - 4) Positions established under federal grant-funded programs having a limited or indefinite duration.

Note: These performance rating review procedures apply to all employees *not covered* under the new Performance Management Program (PMP), with the exception of the Executive Service.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit, DCOP (202) 727-1667

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

3. Provisions

- a. This instruction **modifies** Part II of Chapter 14 of the DPM, Subpart 3, Performance Rating Review, and any other references to performance rating reviews in Part II of Chapter 14 of the DPM, to **limit** requests for impartial reviews to assigned ratings of “**Unsatisfactory**” only.
- b. Performance ratings of “Satisfactory” or “Excellent” are no longer subject to review by the IRC.
- c. The IRC within the D.C. Office of Personnel (DCOP) shall continue to conduct impartial reviews of performance ratings submitted by employees evaluated under the PES who are assigned the rating of “Unsatisfactory.”
- d. Basis for impartial review
 - (1) A request for an impartial review of a rating of “Unsatisfactory” must be based upon the employee’s belief that the majority of the rating factors were improperly assigned “Unsatisfactory,” or that the overall rating of “Unsatisfactory” was assigned incorrectly.
 - (2) Because the IRC may only determine whether the rating of “Unsatisfactory” should be sustained or increased, an employee who disagrees with appraisals received on one (1) or more factors; with comments on the rating form; or has other concerns about the rating process but is not contesting the overall rating of “Unsatisfactory,” may not submit a request for review of his or her rating to the IRC.
- e. Procedures for requesting an impartial review of a rating of “Unsatisfactory”
 - (1) An employee who has been assigned a rating of “Unsatisfactory” may submit a written request for review of the rating to the agency head or his or her designee within 15 days of the receipt of the rating.
 - (2) The agency head or his or her designee must review the request and issue a written decision to the employee within 30 days of receipt of the request.
 - (3) When the agency decision is in favor of the employee, a new performance rating must be prepared, if warranted, and the case closed.
 - (4) If the agency decision is to sustain the rating of “Unsatisfactory,” or the agency does not provide the employee with a response as specified herein, the employee has 15 days from either receipt of the written agency decision to sustain the rating as assigned, or from the end of the 30-day period if no response is received, to submit a request for appeal to the IRC.

4. **Impartial review**

As early as practicable upon receipt of the employee's request, the impartial review is conducted by the IRC and a final decision issued to the employee, in writing.

5. **Contact**

For additional information, please contact the Performance Management Unit, DCOP at (202) 727-1667.

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